



**Invitation to Bid – Mowing Services –Nashville Hwy  
May 8, 2020  
Solicitation # 999-0520-22**

Sealed bids, subject to the specifications and conditions contained herein and attached hereto, will be received in the City Manager’s Office, City Hall, until, but no later than **2:00 P.M.CDT , May 28, 2020**, and then publicly opened and read aloud for Mowing Services Nashville Hwy North Gateway Median area.

If you are an individual with a disability and require a reasonable accommodation or have additional questions regarding this invitation, please notify the Purchasing Agent, Kim Dale at (931) 560-1580.

No bid may be withdrawn after the scheduled closing time for receipt of bids for sixty (60) calendar days.

**Bid Instructions**

To be considered, you must:

1. Vendors are requested to register online by using the online link furnished on our web page <http://www.vendorregistry.com/columbia-tn-vendor-registration> . Paper applications are also available on the City’s website: [www.columbiatn.com](http://www.columbiatn.com)
2. A completed bid sheet.
3. All forms must be signed by a representative of the bidder with the authority to bind the bidder.
4. All required documents shall be returned to Purchasing Agent, City Manager’s Office, City Hall, 700 North Garden St., Columbia, TN 38401.
5. Bid envelopes shall be identified on the outside with **ITB Mowing Services – Nashville Hwy** and opening date of bid, May 28, 2020.

Time is of the essence and any bid received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. The time of receipt shall be determined by the City Manager’s Office. Bidders are responsible for ensuring that their bids are stamped by City Manager’s Office personnel before the deadline indicated. Late bids received will be so noted in the bid file and the bid will be returned unopened. Faxed or E-mailed bids will not be accepted.

Nothing herein is intended to exclude any responsible vendor, his product or service or in any way restrain or restrict competition. On the contrary, all responsible vendors are encouraged to bid and their bids are solicited. The City of Columbia is compliant with Title VI of the 1964 Civil Rights Act and as a result does not discriminate on the grounds of race, color or national origin nor does it excluded from participation in, or denies the benefit of any program or activity receiving federal financial assistance.

All cost associated with the preparation of this bid or its delivery shall be borne solely by the bidder.

## 1. SCOPE

The City of Columbia is seeking bids from responsible vendor to provide mowing of the North Gateway Median areas located on Nashville Hwy (Hwy 31 North) being the entrance of Columbia City limits, from Old Highway 31 to UT Experiment Station Main Entrance Drive. Area to be included will be median, both sides of Nashville Hwy (Hwy 31 North) and areas around Donald F Ephlin Parkway ramps as shown on the map Exhibit "A". It is anticipated that the award for this service will be for a period of one year with the City retaining the option to renew the award for two additional one year periods. The service will include all labor, equipment and materials required to adequately maintain the identified areas as further described herein.

## 2. GENERAL CONDITIONS

1. **Acceptance of Bids:** The City of Columbia reserves the right to reject any and all bids, to waive any informal technicalities or defects, the scope and nature of which it shall be the sole judge, in any bid, insofar as such technicality or defects do not legally, materially or substantially change such bid. The said City, unless otherwise specified by the bidder, reserves the right to accept any item on bid.  
If the bidder fails to state the time within which a bid must be accepted, it is understood and agreed that said City shall have ninety (90) days from bid opening date in which to accept bid.
2. **Error in Bid:** In case of error in the extension prices in the bid, the unit price governs. No bid shall be altered, amended or withdraw, unless the acceptance date has expired, after the opening date of bids. Negligence on the part of the bidder in preparing the bid confers no right for withdrawal of the bid after it has been opened.
3. **Discount Period:** Time in connection with discount offered will be computed from the date of delivery, or from the date correct invoices are received, whichever date is later. Discount other than "Time Discounts" shall be shown on the face of the proposal sheet under "Terms".
4. **Sample of Materials:** Samples of items, when requested, must be furnished free of expense to the City, at the time bids are opened or later if such are called for after the bids have been opened, and if such samples are not destroyed in the process of sampling, they will be returned at the bidder's expense.
5. **Signatures on Bids:** Each bid must contain the full name and business address of the bidder. Any person signing a proposal sheet for himself or as agent, employee or officer of another must show his title and, if requested by the City shall furnish proof of his authority to make such proposal.
6. **Alternate Bids:** Alternate bids will be considered proving such items that appear on such bids meet specifications. Where equivalent items are bid upon, said City reserves the sole right in determining whether they meet specifications.
7. **Bid Sheets:** Bidders shall use the bid sheets furnished by the City unless otherwise instructed herein. Failure to submit this sheet as required shall render the proposal invalid. Bid sheets must contain prices on per unit and aggregate basis and the total amount of the bid must be stated on the bid sheet.
8. **Federal or State Sales, Excise or Use Tax:** Every bid shall separately state and set forth, therein the amount of any and all Federal and State sales, excise or use taxes included in the bid prices. If any such taxes are included in the prices bid, the City reserves the right in making the award to deduct any amount of such taxes thereof. Where labor is required, the bidder shall state separately the amount of labor and materials.
9. **Delivery:** The number of calendar days in which delivery will be made after contract is executed and purchase order placed shall be stated in the bid. When the bidder states no time delivery, it is understood and agreed that delivery is to be made within fifteen (15) days after receipt of order, unless otherwise stated in the specifications.

10. **Compliance:** Contractor shall abide by all federal, state and local laws and statues and obtain all permits required in number fifteen (15) of these conditions.
11. **Specifications:** It is understood that reference to attached specifications shall be sufficient to make the terms of such specifications binding on the contractor. In some instances, the name of the manufacturer, a special brand, or make of an item is used in describing the item or items desired; but this does not restrict the bidder to that manufacturer or specific article, this means being used simply to indicate the character or quality of the article or service desired; but the articles or service on which the proposal are submitted must be equal to that specified, and a statement to that effect shall be made a part of the proposal. Where conflict occurs between the requirement or the General Conditions and the specifications, the requirements of the specifications will govern.
12. **Inspection:** Final inspection and acceptance or rejection will be made at the time of delivery, but all products and workmanship shall be subject to inspection and test at all times and places. The right is reserved to reject articles that contain defective material and workmanship. Rejected materials shall be removed by and at the expense of the contractor promptly after notification of rejection. The City shall not be obligated to pay the full price for any items that do not meet specifications; however, payment may be made at a proper reduction in price.
13. **Bid Opening:** Bids may be mailed or delivered to the Purchasing Agent of the City of Columbia, Tennessee. All bids will be opened and publicly read at a time specified within this invitation. Bids received after the specified time for opening, as shown on the invitation to bid, will not be accepted.
14. **Cancellation:** The City reserves the right to cancel an accepted bid or contract in whole or in part due to nonperformance or defective products.
15. **Permit Requirements:** Successful bidder will be responsible for securing any necessary permits for complying with all required inspections whether local state or federal.
16. **Multi-Year Contracts:** The City reserves the right to enter into multi –year contracts and further has the right to terminate multi year contracts due to non-appropriation of funds.
17. **Financial Statements:** Financial statements will be submitted upon request.
18. **Term of Payment:** Payment will be made in full after the satisfactory receipt of goods, materials, supplies, and equipment. Payment will be made in full upon satisfactory completion of all contractual services, public improvements and/or construction. Executed contracts must specifically state if there is any partial payment or other deviation from this method of payment.
19. **Complaints – Vendors**

Vendors shall have the right to present a complaint, dispute or grievance concerning unfair treatment, contracts, deliveries, payments, restrictions, and other incidents. The following steps are intended to provide uniform procedures for a vendor to express a problem and obtain remedy.

  - a. **Step One** - Vendor must file a grievance with the Purchasing Agent no later than seven (7) calendar days after the occurrence of the dispute or incident. The complaint must be in writing and include all supporting data and desired solution or remedy. The Purchasing Agent will forward a copy of the complaint with the user department who shall provide a written reply within thirty (30) days to the Purchasing Agent who will review the response and if agreement forward the decision to the vendor.
  - b. **Step Two** – If the vendor is not satisfied with the Purchasing Agent’s response, the vendor may appeal in writing to the City Manager within 10 day from the date of the Purchasing Agent’s response, who shall with the advice of the Purchasing Agent and/or City Attorney, make a written determination to all parties involved. The City Manager’s decision shall be final.

### 3. SPECIAL CONDITIONS

- 3.1 All vendors are encouraged but not required to inspect all areas and review all plans prior to the submission of a bid. Failure to adequately inspect the areas or review the

plans shall not be grounds for modification of the bid or terms and conditions thereof after bid opening.

3.2 All bids shall either acknowledge the acceptance of the areas as they currently exist or shall note in the bid any problems with the area.

3.3 Bids shall include the flat fee per mowing occurrences for one year to be done for the existing areas as well as a flat fee per mowing fee for two additional one-year extensions.

3.4 Any extension shall be at the option of the Purchasing Agent for the City of Columbia.

3.5 All bidders shall supply a list of at least 3 references for work they have performed of a similar nature.

#### 4. INSURANCE

The awarded vendor shall purchase and maintain in force, at his own expense, such insurance as will protect him and the City from claims which may arise out of or result from the Vendor's execution of the work, whether such execution be by himself, his employees, agents, subcontractors, or by anyone for whose acts any of them may be liable. The insurance coverage shall be such as to fully protect the Owner, the City and the general public from any and all claims for injury and damage resulting by any actions on the part of the vendor or his forces as enumerated above. The vendor shall furnish, a copy of an original Certificate of Insurance,  naming City of Columbia as an additional insured. Should any of the policies be cancelled before the expiration date, the issuing company will mail 30 days written notice to the certificate holder. The vendor shall furnish insurance in satisfactory limits, and on forms and of companies that are acceptable to the City of Columbia and shall require and show evidence of insurance coverage on behalf of any subcontractors (if applicable), before entering into any agreement to sublet any part of the work to be done as a result of awarding this bid.

The following insurance requirements are the minimum that will be acceptable:

1. Worker's Compensation Insurance – State statutory limits.
2. Commercial General Liability - Including products and completed operations coverage and contractual liability on the amount of \$1,000,000 CSL (combined single limit).
3. Automobile Insurance - Commercial Automobile Liability including owned, non-owned and hired car in the amount of \$1,000,000 CSL.

5. LAWS, TAXES AND INDEMNIFICATION – The successful vendor shall comply with all applicable local, State and Federal laws. The vendor is further responsible for all taxes associated with providing services under this contract to include all employment related taxes. The vendor agrees to hold harmless and indemnify the City for any and all losses the City may sustain as a results of the actions of the vendor, his employees, or any subcontractors hired as a result of or performing work as a result of an awarded bid.

6. TIME OF THE ESSENCE - Time is of the essence in the performance of a resulting contract. Repeated delays shall be interpreted as failure to meet obligations and shall be cause for

cancellation of any purchase order, agreement or contract executed as a result of the bid award.

7. PAYMENTS - Payment will be made after all following conditions have been met:

7.1 Within seven (7) days of submitting occurrence invoices to the Purchasing Agent for the City of Columbia.

8. CANCELLATION – The City reserves the right to cancel any agreement for the following reasons:

- 8.1 Non – appropriation of funds
- 8.2 Failure of the Contractor to perform the services to the satisfaction of the City.
- 8.3 Due to non-renewal on the anniversary date of the award.

9. SPECIFICATIONS & REQUIREMENTS

The City understands the mowing regularity will change dependent upon the natural conditions of rain, heat, sun etc. as such a mowing height will be used to measure the needed frequency of cutting. Grass shall be mowed to an average height of 4 inches and the mowing areas shall not on average exceed a height of 8 inches.

**Site locations:**

The areas outlined in Exhibit A excluding the landscaped beds are to be mowed.

- A. Mowing of all area on both sides of Nashville Hwy and medians with and without landscaping beds from Old Hwy 31 going north to Main Entrance Dr. off Nashville Hwy.

**Required Services:**

Litter Control – Litter control shall be performed prior to mowing of area.

- A. Litter control shall consist of the removal of all paper, plastic, metal, trash, debris, rocks, leaves, or sticks from areas.
- B. Litter must be removed by the contractor from the site and shall not be placed on streets, curbs or in City trash receptacles.

10. Responsibilities of the Parties

A. Vendor –

- 1. Shall perform all services as defined herein.
- 2. Shall in writing inform the City immediately of any conditions that affect the areas or safety of the public.
- 3. Shall have adequate equipment and staff to perform services on a timely basis.
- 4. Shall have adequate knowledge and experience in mowing of this nature.
- 5. Shall have all necessary permits and licenses required to perform the services required.

6. Shall submit monthly invoices for services to the City of Columbia Finance Department.
7. Shall at all times not block or impede traffic flow, provide safety equipment and clothing and insure it is worn at all times. Limit or restrict discharge of mowers into traffic lanes. Provide flagman or warning devices if working in median.

B. The City –

1. The City shall reimburse the vendor on a monthly basis and at the mowing rate per occurrence as bid or as agreed upon for any future renewals.
  2. Shall approve in writing any additional work to be performed prior to the work being performed.
  3. May inspect all areas on a monthly basis for compliance to the terms of this agreement and provide the contractor with any areas of concern when and if they are identified.
  4. Provide the vendor a written notice of concerns regarding required services noted on inspection and allow the vendor 30 days from the date of the notice to remedy the problems. Failure to adequately address any problems noted may result in termination of the agreement.
11. Contract for Services – The awarded vendor will be required to execute a contract for services with the City of Columbia which shall incorporate this invitation to bid and the vendor's response.
12. Award of the bid – A recommendation for award will be made to the lowest responsive, responsible vendor and the following conditions have been met:
1. Proof of insurance as required herein has been furnished.
  2. Listing of three reference for which similar services have been provided.

**City of Columbia – Invitation to Bid - Mowing Services – Nashville Hwy  
Solicitation # 999-0520-22, Bid Sheet 1 of 1**

1. Charge per occurrence for mowing areas as outlined within the solicitation identified above -

Charge per Occurrence through June 2021 \$ \_\_\_\_\_

Charge per Occurrence July 2021 through June 2022 \$ \_\_\_\_\_

Charge per Occurrence July 2022 through June 2023 \$ \_\_\_\_\_

2. I have inspected all areas and accepted the condition of all area exceptions if any as noted on a separate attachment.

3. I have attached a list of three reference for which I have provided similar services

In compliance with this Invitation for Mowing Services, Solicitation # 999-0520-22 and subject to all conditions thereof, the undersigned offers and agrees to furnish any or all items and/or services at the price as quoted above together with any exceptions taken and separately disclosed. My signature certifies that the accompanying bid is not the result of or affected by, any act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under the Laws of the State of Tennessee or the United States. Furthermore, I understand that fraudulent and collusive bidding is a crime and can result in fines, prison sentences, and civil damage awards. I hereby certify that I am authorized to sign this bid for the bidder.

Vendor Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

## IRAN DIVESTMENT ACT

A person engages in investment activities in Iran if:

(1) The person provides goods or services of twenty million dollars (\$20,000,000) or more in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or

(2) The person is a financial institution that extends twenty million dollars (\$20,000,000) or more in credit to another person, for forty-five (45) days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list, created pursuant to § 12-12-106, as a person engaging in investment activities in Iran as described in this section.

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tennessee Code Annotated § 12-12-106."

Vendor Name: \_\_\_\_\_

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**DRUG-FREE WORKPLACE AFFIDAVIT**

The undersigned, principal officer of \_\_\_\_\_  
an employer of five (5) or more employees contracting with the City of Columbia Tennessee to  
provide construction services, hereby states under oath as follows:

1. The undersigned is a principal officer of

\_\_\_\_\_  
(hereinafter referred to as the "Company"), and is duly authorized to execute this  
Affidavit on behalf of the Company.

2. The Company submits the Affidavit pursuant to T.C.A. § 50-9-113, which requires each  
employer with no less than five (5) employees receiving pay who contracts with the state or any  
local government to provide construction services to submit an affidavit stating that such employer  
has a drug-free workplace program that complies with Title 50, Chapter 9, of the *Tennessee Code  
Annotated*.

3. The Company is in compliance with T.C.A. § 50-9-113.

Further affiant saith not.

\_\_\_\_\_  
Principal Officer

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me personally appeared \_\_\_\_\_, with whom I am  
personally acquainted (or proved to me on the basis of satisfactory evidence), and who  
acknowledged that such person executed the foregoing affidavit for the purposes therein  
contained. Witness my hand and seal at office this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_